
Frequently Asked Questions

When is my court date?

Your pretrial conference and trial dates are written on the order given to you at your initial appearance or arraignment. If you have a question regarding your court date, please contact the Flagstaff City Court at (928) 774-1401.

What if I cannot make my court date?

You will need to submit a written request to the City Court to continue your court date. Make sure you include in your request your name, the case number, the court date that you want to continue and the reason for your request. You may hand-deliver or mail your request to Flagstaff City Court, 15 North Beaver, Flagstaff, AZ 86001. You must also submit a copy of your request to the prosecutor. Mail or hand-deliver the copy to: Flagstaff City Attorney's Office, 211 West Aspen Avenue, Flagstaff, AZ 86001.

Who do I call to find out if my court date has been continued?

Call (928) 556-2214 after 5:00 PM of the day preceding your scheduled court date for a recording of cases that have been continued or vacated.

Where do I go to pay my fines?

Flagstaff City Court, 15 North Beaver, Flagstaff, Arizona 86001.

I received a summons, now what do I do?

You will need to appear for the court date listed on your summons.

I have a warrant for my arrest, now what do I do?

You will need to contact one of the warrant officers at the Flagstaff City Court and then appear before a judge. You may contact a warrant officer by going to the Court, or calling (928) 774-1401, ext. 123 or 124.

Is my license suspended?

You will need to contact the Department of Motor Vehicles to find out whether your license has been suspended. The Flagstaff office is located at 851 South Milton Avenue, Flagstaff, AZ 86001 or call (800) 251-5866.

Am I entitled to restitution?

If you are a victim of a crime, you may be entitled to restitution if your loss is the direct result of the crime. You should receive either a Victim's Impact Statement or property damage letter from the City Attorney's Office. If you did not receive one of these and you believe you are a victim or are entitled to restitution, you may contact the Flagstaff City Attorney's Office at (928) 779-7680, or Victim/Witness Services for Coconino County at (928) 779-6163.

What is a restitution hearing?

A restitution hearing is a court proceeding at which evidence of your loss is submitted to the court. Your claimed loss may be contested by the defendant at the restitution hearing.

If I have an attorney, may I speak with a prosecutor?

No, only your attorney may contact the prosecutor assigned to the case. The City Attorney's Office cannot talk to represented defendants without their lawyer present.

What if I want a public defender?

You will need to apply for the services of a public defender at the Flagstaff City Court. In most cases, however, you will not be granted a court-appointed attorney unless the State is seeking jail time. But, you may always hire your own attorney.

What if I want a jury trial?

You must submit a written request for a jury trial to the Flagstaff City Court. However, not all charges are entitled to a trial by jury. The judge will inform you at the time of your arraignment which charges are jury trial eligible.

Which prosecutor is assigned to my case?

You should find out at the pretrial conference which prosecutor is assigned to your case. If you didn't, contact the City Attorney's Office to find out.

I have a problem with my landlord/tenant, adoption, child custody, City Codes, etc. Who do I call?

Some adoption and child custody questions can be answered at the Coconino County Superior Court. Some landlord/tenant questions can be answered at Justice Court. The Coconino County Law Library and Self Help Center may be accessed via the internet at www.co.coconino.az.us/lawlibrary. For City Code questions, call the City Clerk at (928) 779-7607.

Are police officers the only ones who can sign a criminal complaint?

No, as a citizen, you may file a citizen's complaint. First you must file a police report, then come into the City Attorney's Office with the police report number and fill out a form requesting the police report be reviewed for charging. If the prosecutor decides to issue a complaint, either you or the prosecutor will need to sign it. If the prosecutor does not issue a complaint, you will receive a letter indicating why one will not be issued.

How do I sign a criminal complaint?

Complaints must be sworn to and signed before a City Magistrate. If the prosecutor who prepared the complaint wants you to sign it, the prosecutor will contact you to make arrangements for signing it at Court.

What is the difference between a felony and a misdemeanor?

A misdemeanor is a less serious offense than a felony, and may carry a fine of up to \$2,500.00 plus 80% in surcharges and up to six (6) months in jail. A felony can involve significantly higher fines, prison time and in some cases the death penalty.

What are the functions of the City's prosecutors?

The City's prosecutors are responsible for prosecuting those individuals who have been charged with committing misdemeanor crimes within the city limits of Flagstaff.

What do I do if I have questions regarding the law?

The City Attorney's Office cannot provide legal advice to the public. Information is available at Northern Arizona University's Cline Library. Limited information is available at the public library, or at the Coconino County Law Library, which is located at 200 N. San Francisco in Flagstaff. The telephone number for the County Law Library is (928) 779-6656. The Coconino County Law Library and Self Help Center may also be accessed online at www.co.coconino.az.us/lawlibrary. General information and other helpful resources are also available online at www.azlawhelp.org.

Orders of Protection and Injunctions Against Harassment

These may be obtained at Flagstaff City Court (15 North Beaver Street, Flagstaff, AZ 86001). An Order of Protection is for domestic violence situations; that is, the person seeking the Order (the Petitioner), has a relationship with the person the Petitioner wants to be protected from (the Respondent), as defined by statute.

Substance Abuse Screening/Treatment

The substance abuse screening provides individuals with referrals to substance abuse education and/or treatment, as ordered by the Court. The screening and evaluation process includes taking a driver risk inventory test or substance abuse questionnaire, and an evaluation/referral interview with a substance abuse screener. The Court will tell you the agency you need to contact.

Criminal Proceedings:

Prosecutors in the City Attorney's Office review and prosecute individuals charged with committing misdemeanors within the City of Flagstaff. Felonies are prosecuted by the Coconino County Attorney's Office. The state of Arizona does not have a District Attorney system.

When calling regarding a criminal matter, please have available the defendant's name, case number, and pretrial date, if possible.

Civil Matters:

The City Attorney and the Assistant City Attorneys who handle civil matters are responsible for providing legal advice to the City Council, the City Manager and City departments. They do not represent citizens in legal proceedings. If you feel that you need legal representation in a civil matter or legal advice, and you cannot afford to retain an attorney, please contact Coconino Legal Aid, (928) 774-0653, or visit their offices at 222 E. Birch Avenue, Flagstaff, Arizona 86001. If you are looking for City Code sections, please contact the City Clerk's office at (928) 779-7607. The Coconino County Law Library and Self Help Center may be accessed online at www.co.coconino.az.us/lawlibrary.

Flagstaff City Attorney's Office

Location:

City Hall, Second Floor
211 West Aspen Avenue
Flagstaff, AZ 86001

Contact Information:

Telephone: (928) 779-7680; (928) 774-5281 TDD;
Arizona Relay Service 711
FAX: (928) 913-3204

Hours of Operation (Monday through Friday):

Winter Hours (September- April): 8:00 am – 5:00 pm
Summer Hours (May-August): 7:00 am – 4:00 pm
The City observes most legal holidays.

Last Revised March 9, 2007



FLAGSTAFF CITY ATTORNEY'S OFFICE

FREQUENTLY ASKED QUESTIONS

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Flagstaff, AZ 86001

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